



Collegiate Junior School for Girls

AFTERCARE POLICY

The following issues need to be carefully noted and strictly adhered to in order that your daughters enjoy a happy and secure time whilst in our care.

1. On the last day of each term, no after-school care facility is available.
2. Prior to Public Holidays, the facility will be available as usual.
3. A month's notice, in writing, is requested should you wish to terminate this service.
4. REMINDER – Aftercare is a service that falls outside of the school programme and is therefore, not covered by school fees. Any non-payment on a monthly basis of school fees will result in immediate termination of aftercare, as per our budget fee letter. Should there not be a position available for her once payment has been made, your daughter will unfortunately need to go on our waiting list. We will endeavour to accommodate her as soon as we can.
5. LUNCH: Please provide two different coloured lunch boxes each day containing wholesome and adequate morning and lunch time snacks. Please do not include suckers, gums, sucking sweets, red juice or junk food. Choose only ONE day per week to pack a "treat" lunch tin. TUCKSHOP GRADES 3-7 ONLY.
6. CLOTHING/ MARKING OF ITEMS: All possessions, including lunch boxes, bottles, tog bags and suitcases are to be clearly marked. Bold names and identity ribbons, tags or key rings are strongly recommended on all bags.
7. TOYS: Toys and activity books, reading books etc may NOT be brought to Aftercare. We accept no responsibility for lost or broken items.
8. COLLECTION: Closing times are **PROMPTLY AT 17:00**, fines imposed from 17:15 onwards. Please see table for late collection fines at end of this letter. Thereafter it will be at the discretion of the Principal what steps will be taken, including possible termination of Aftercare.
9. Please do not promise to visit or collect children earlier than usual. Rather surprise them! Anticipation results in anxious, fretful little people.
10. When regular collection arrangements change, we urge you please NOT to arrange for your daughters to wait at the school gates. Children are comfortable with routine and a break in this leads to confusion and compromise of safety. We are reliant on your co-operation and request that the girls be collected from Aftercare at all times.
11. If your children are to be collected by someone other than yourselves, please notify Mrs Slater (gslater@collegiate.co.za) or 041 3964508 (after 12:30).
12. ABSENCE: If children do not attend school in the mornings, please do not bring them to Aftercare in the afternoon.
13. Planned absence from Aftercare needs to be confirmed in an email to be sent to Mrs Slater at gslater@collegiate.co.za.

14. **PERSONAL DETAILS:** Changes in contact numbers must please be forwarded to us immediately. In the event of an emergency, we must be able to contact you without delay.
15. **SCHOOL GATE:** Parking bays are clearly marked in Rochelle Road alongside the Aftercare Centre. Please do not use the motor gate when collecting your daughters.
16. **HATS/CAPS:** It is compulsory for our girls to wear hats or caps for outdoor play. Please send a hat or cap to After-Care which must remain in your daughter's After-Care locker.

email: gslater@collegiate.co.za

landline (from 12.30) 041 3964508

Please phone the Aftercare Centre after 12:30 only if there is any change in your daughter's timetable, i.e. absenteeism due to a birthday party etc.

17. Please advise the staff immediately should there be an emergency and you are delayed.

We look forward to a happy year with your girls and to building special relationships with each and every one.

FINES FOR LATE COLLECTION AS FOLLOWS

1st LATE COLLECTION	
17:15 – 17:30	R100
17:30 – 17:45	R150
17:45 – 18:00	R200
2ND LATE COLLECTION	
17:15 – 17:30	R125
17:30 – 17:45	R175
17:45 – 18:00	R225
3RD LATE COLLECTION	
17:15 – 17:30	R150
17:30 – 17:45	R200
17:45 – 18:00	R250

Fines will be added to your School Fee account or may be transferred via EFT the day after issued. Proof of payment to be emailed to gslater@collegiate.co.za.